

**Bay-Arenac ISD**  
**4155 Monitor Road**  
**Bay City, MI 48706**  
**(989) 667-3271**

**Request for Proposal**  
**Architectural Design Firm**  
**February 9, 2005**

## **GENERAL CONDITIONS**

The Bay-Arenac ISD is soliciting proposals from Architectural Firms to prepare floor plan layouts, bid specifications and drawings for remodeling certain areas at Bay-Arenac ISD Career Center, 4155 Monitor Road in Bay City.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

David Bourdon  
Building Operations Supervisor  
Bay-Arenac ISD  
4155 Monitor Road  
Bay City, MI 48706

Completed proposals must be received at the address noted above by Monday, February 28, 2005 at 11 am. Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of Architectural Services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals* on page 8.)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to David Bourdon at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Bourdon is discouraged and may be grounds for elimination from the selection process.

## **WITHDRAWAL OF PROPOSALS:**

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

## **TIME TABLE:**

- 1) Release of RFP on or about February 9, 2005.
- 2) Mandatory walk through at 2 p.m. on February 17, 2005.
- 3) Proposals due at 11:00 a.m. on February 28, 2005.
- 4) Sealed Proposals will be opened at 11:00 a.m. on February 28, 2005.
- 5) Board of Education action on Monday, March 7, 2005.
- 6) Notification to all firms as soon as possible after March 7, 2005.
- 7) Completion date to be by April 15, 2005.

## **INSURANCE**

The successful bidder is required to show certificate of Professional Liability and Workers Compensation Insurance.

## **BACKGROUND INFORMATION:**

Bay-Arenac ISD Career Center cafeteria, serving area, and student headquarter is currently insufficient to handle student break time food service needs. Traffic patterns, wall and doorway locations as well as food service patterns are to be considered. A preliminary design has been completed for discussion and design use.

## **REQUIREMENTS:**

### **Scope of work:**

Prepare drawings, bids, and specifications to enable the ISD to bid out the construction of the proposed remodeling project at the Bay-Arenac ISD Career Center.

### **Scope of Services:**

Oversee the request for proposals from qualified businesses. Analyze submitted quotes for errors and omissions. Recommend lowest qualified Company.

### **Reporting:**

Two Scheduled Meetings:

- 1 - A preliminary meeting with Bay-Arenac ISD staff on design considerations.
- 2 - A final design approval meeting with Bay-Arenac ISD staff.

## **METHOD OF EVALUATING PROPOSALS**

- Proposals will be evaluated with a strict emphasis on quality. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

## **NOTICE OF NONDISCRIMINATION**

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent  
Bay-Arenac ISD  
4228 Two Mile Road  
Bay City, MI 48706  
(989) 686-4410

## **PROPOSAL FORM**

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 11:00 a.m. on Monday, February 28, 2005.**

### **Qualifications**

1. Location of similar projects with business name, telephone number and contact person:

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2. List of services your firm will provide the ISD during this project:

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Total Fees for BAISD LLC-Bay Campus Remodeling Project Architectural Services: \$\_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
(Please Type or Print) Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date